



Date: 12th August 2020

1st Notice of the Annual General Meeting of Society for WINGS

Dear member,

Notice is hereby given that the upcoming Annual General Meeting of the members of Society for WINGS will be held by way of virtual meeting on **2nd September 2020** at **7.00pm.**

The Agenda for the meeting is as follows

1. President's message.
2. To confirm the Minutes of the 11th Annual General Meeting held on 31st July 2019.
3. To adopt the Audited Financial Statements of the Society for WINGS and the Auditor's Report for the Financial Year ended 31st March 2020.
4. To adopt the Annual Report of the Society for WINGS for the Financial Year ended 31st March 2020.
5. To re-appoint Helmi Talib & Co as Auditor.
6. To nominate and elect the President and board members of Society for WINGS for 2020 to 2022 as follows:
 - a. Bay Teck Cheng, President
 - b. Chia Chuey Tian (Veronica Chia)
 - c. Chung Chooi Ping (Peggy Quah)
 - d. Magesveri Shunmugam)
 - e. Ng Sook Fun
 - f. Tan Mei Mei
 - g. Wong Ting Mei
 - h. Yeo Su Lin, Julie
7. Any Other Business.

If you intend to include an item on the Agenda under "Any Other business", please submit the topic to be discussed to the Secretary by **21st August 2020**. Please email items for inclusion to jessie@wings.sg



The Meeting will be held by electronic means and the zoom details will be sent upon confirmation of your attendance.

Please let us have your Reply Slip by **21st August 2020**.

Attached are:

- The Agenda for this meeting
- Reply Slip
- Proxy Form
- The minutes of the last Annual General Meeting
- The Audited Financial Statement and Auditor's Report for Financial Year ended on 31st March 2020
- The Annual Report for Financial Year ended on 31st March 2020

Important Notes:

In light of the COVID-19 situation and pursuant to the relevant order under the COVID19 (Temporary Measures) Act 2020, the following arrangements will be adopted for the Annual General Meeting:

- a) A member will not be able to attend the Annual General Meeting in person. A member may only attend the Annual General Meeting by observing and listening to the proceedings of the meeting by electronic means.
- b) A member may submit questions to the society via email to jessie@wings.sg. The questions must reach the society by **21st August 2020**.
- c) All substantial and relevant questions will be addressed by the Board and/or Management prior to or at the Annual General Meeting. Questions that concern a matter that will be put to a vote will be addressed by the Board before the closing date for the lodgement of proxy forms. Such questions will be addressed via the Society's email or at the upcoming virtual AGM on **2nd September 2020**.

d) A member may only vote by appointing the chairman of the meeting as the member's proxy to vote at the meeting by depositing with the Society an instrument of appointment (also known as "the proxy form") by electronic mail to jessie@wings.sg. The completed proxy form must reach the Society **by 21st August 2020**. A copy of the proxy form is attached. In appointing the chairman of the meeting as a proxy, a member must give specific instructions with regards to voting, or abstentions from voting, in the form of proxy, failing which the appointment may be treated as invalid.

Regards



Tan Mei Mei
Secretary
Society for WINGS